

March 12, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST FOR APPROVAL OF ADDITIONAL POSITIONS IN THE FY 2001-02
BUDGET TO SUPPORT MACLAREN CHILDREN'S CENTER OPERATIONS AND
CREATE A COUNTYWIDE RESOURCE DEVELOPMENT ADMINISTRATOR
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the addition of 35 positions in the Department of Children and Family Services (DCFS) - MacLaren Children's Center (MacLaren) budget, as detailed in Attachment A, and the accompanying ordinance, amending Title 6, Salaries, of the County Code to support the operation of the County's temporary shelter; and authorize DCFS to fill these positions, with the concurrence of the Interim MacLaren Administrator. The estimated prorated cost for FY 2001-02 is \$439,000, partially offset by Federal and State funding with a net County cost (NCC) of \$132,000, which will be absorbed within the FY 2001-02 DCFS Budget. The cost for FY 2002-03 is estimated at \$2.0 million, partially offset by Federal and State funding with a NCC of \$492,000 and funding will be included in the MacLaren FY 2002-03 Proposed Budget.
2. Approve the addition of the Chief, Children's Resources Development position, as detailed in Attachment A, and the accompanying ordinance, amending Title 6, Salaries, of the County code to develop highly specialized and effective community placement resources and authorize the Chief Administrative Office (CAO) to fill this position. The estimated prorated cost for FY 2001-02 is estimated at \$32,000, partially offset by Federal and State funding with a NCC of \$14,000, which will be absorbed within the FY 2001-02 DCFS Budget. The annual cost for FY 2002-03 is estimated at \$132,000, partially offset by Federal and State funding with a NCC of \$56,000 and funding will be included in the MacLaren FY 2002-03 Proposed Budget.

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On August 21, 2001, at the request of your Board, the Interagency Children's Services Consortium (Consortium) provided you with a status report on MacLaren. In addition to the status report, you received a draft copy of the *Operational Agreement for MacLaren Children's Center and Community-Based Long-Term Intensive Care System* which details the roles and responsibilities that are necessary to ensure that MacLaren provides integrated care and planning for children (Attachment B). We have substituted the final version of the signed Agreement for the draft in Attachment B. The report recognized that the staffing plan and processes at MacLaren have not kept pace with the changes in the population at the shelter.

MacLaren is responsible to provide for the successful transition of children from the shelter to family and/or community-based living and to develop and implement a community-based long-term intensive care system. To fulfill its responsibilities to the youth of Los Angeles County, the current staffing patterns and operational needs were assessed by the Interim MacLaren Administrator, the CAO, and the Department of Human Resources. The additional staff requested in this action are needed to enhance the Interim MacLaren Administrator's ability to appropriately manage the facility.

Implementation of Strategic Plan Goals

The additional staffing for MacLaren, as well as the creation of a Chief, Children's Resources Development position, will play a vital role in the process underway to improve the shelter operation and the development of appropriate family/community based placements for youth transitioning out of the child welfare system. This action is consistent with the principles of the Countywide Strategic Plan, Goal 5, Children and Families Well-Being. The recommended actions provide for coordinated services to improve health, safety and survival, and emotional well-being outcomes for children and families.

FISCAL IMPACT/FINANCING

The estimated cost for the additional 36 staff for FY 2001-02 is \$471,000, partially offset by Federal and State funding with an NCC of approximately \$146,000. The costs for

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this fiscal year will be absorbed within the FY 2001-02 DCFS Budget. The estimated cost for FY 2002-03 is \$2.1 million, partially offset by Federal and State funding with a NCC of approximately \$548,000. The costs for the additional staffing will be included in the MacLaren FY 2002-03 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

MacLaren Children's Center is the County's emergency shelter for abused, neglected, and abandoned children. Over the past 40 years of operation the population at the facility has changed dramatically. Early on MacLaren primarily sheltered mistreated infants and toddlers and some teenagers. Today the shelter is filled with children in crisis: older teenagers who have often been abused, are mentally ill or developmentally delayed and are prone to outbursts of behavior destructive to themselves and threatening to others.

This change in population necessitates a workforce and infrastructure that is equipped to meet the changing needs of the shelter's population and to support the day-to-day operation of the facility. The shift of these duties to MacLaren will provide the MacLaren Administrator greater control over the facility operation. In addition, the improved procurement and personnel processes planned for implementation will eliminate steps and expedite the process for securing necessary services and goods required at the facility.

Existing workload performed by staff currently budgeted in the DCFS Administration Budget was evaluated to determine if the work performed was exclusively related to activities on behalf of MacLaren. For most of the affected positions, existing DCFS staff perform activities related to both MacLaren and DCFS. These positions cannot be transferred without creating staffing shortages in DCFS. After close review, the Department identified four positions in administration that will partially offset the costs of the additional staff needed at MacLaren. Three positions will be transferred from the DCFS administration budget to MacLaren effective July 1, 2002: one Staff Development Specialist; one Administrative Services Manager I; and one Administrative Assistant III. In addition, DCFS will delete one Procurement Aid position that will also partially offset the cost of the new positions being added to the MacLaren budget.

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The serious needs of the shelter's population require well trained and equipped placement resources that are currently very limited. The shortage of placement resources with this level of skill and training creates extended stays for the youth. The primary responsibility of the Chief, Children's Resource Development is to coordinate and oversee the development of the Community-Based Long-Term Intensive Care System for children in the child welfare, probation, and mental health systems.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The new positions will improve the provision of services to children with the highest levels of need and the most complex treatment issues. The enhanced program at the shelter is modeled to improve successful transition from MacLaren to less restrictive family/community-based placements.

CONCLUSION

MacLaren Children's Center plays a vital role in the system of care for youth under our care. The Consortium will continue to provide the necessary support to effect the positive changes that are needed to provide a safe and supportive environment for the youth we serve.

Respectfully submitted,

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SRK
JEJ:KH:tld

Attachments (2)

c: County Counsel
Consortium Departments

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ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary of one (1) employee classification; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Chief Administrative Officer and Children and Family Services.

LLOYD W. PELLMAN
County Counsel

By: _____
LESTER J. TOLNAI
Principal Deputy County Counsel
Management Services Division

LJT:vmh

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02/04/02
02/07/02

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries of the Los Angeles County Code by adding and changing certain classifications and numbers of ordinance positions in the departments of Chief Administrative Officer and Children and Family Services.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>9097</u>	<u>CHF,CHILDREN'S</u>	<u> </u> *	<u>N23</u>	<u>R13</u>
	<u>RESOURCES DEVELOPMENT</u>	<u>10/01/2002</u>	<u>N23</u>	<u>R13</u>

SECTION 2. Section 6.50.010 (Chief Administrative Officer) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9097A</u>	<u>1</u>	<u>CHF,CHILDREN'S RESOURCES DEVELOPMENT</u>

SECTION 3. Section 6.53.015 (Children and Family Services - MacLaren children's center) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2590A	4	DATA SYSTEMS ANALYST I
2115A	4	SENIOR MANAGEMENT SECRETARY II
2103A	4	SENIOR SECRETARY IV
0913A	4	STAFF ASSISTANT II

SECTION 4. Section 6.53.015 (Children and Family Services - MacLaren children's center) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0889A</u>	<u>2</u>	<u>ADMINISTRATIVE ASSISTANT III</u>
<u>1002A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER I</u>
<u>1003A</u>	<u>2</u>	<u>ADMINISTRATIVE SERVICES MANAGER II</u>
<u>1842A</u>	<u>1</u>	<u>DEPARTMENTAL PERSONNEL ASSISTANT</u>

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<u>1848A</u>	<u>1</u>	<u>DEPARTMENTAL PERSONNEL TECHNICIAN</u>
<u>8602C</u>	<u>16</u>	<u>GROUP SUPERVISOR II</u>
<u>2344A</u>	<u>1</u>	<u>PROCUREMENT ASSISTANT I</u>
<u>3036A</u>	<u>1</u>	<u>SAFETY OFFICER</u>
<u>1843A</u>	<u>1</u>	<u>SENIOR DEPARTMENTAL PERSONNEL ASST</u>
<u>1849A</u>	<u>1</u>	<u>SENIOR DEPARTMENTAL PERSONNEL TECH</u>
<u>2102A</u>	<u>1</u>	<u>SENIOR SECRETARY III</u>

SECTION 5. Section 6.53.015 (Children and Family Services - MacLaren children's center) is hereby amended to change the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9086A	<u>2</u>	<u>1</u>	CHILDREN SERVICES ADMINISTRATOR I
9087A	<u>5</u>	<u>6</u>	CHILDREN SERVICES ADMINISTRATOR II
8602A	<u>66</u>	<u>70</u>	GROUP SUPERVISOR II
2214A	<u>24</u>	<u>28</u>	INTERMEDIATE TYPIST-CLERK
6721A	<u>3</u>	<u>2</u>	PERSONAL PROPERTY WORKER

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2096A	4	<u>3</u>	SECRETARY III
1140A	4	<u>2</u>	SENIOR CLERK
2216A	<u>2</u>	<u>3</u>	SENIOR TYPIST-CLERK

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SECTION 6. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

* The Executive Officer/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classification added to Section 6.28.050 of the County Code.

[628050VHDHR-DCFSCAO]

MACLAREN CHILDREN'S CENTER POSTIONS
AND CHIEF, CHILDREN'S RESOURCE DEVELOPMENT

CLASSIFICATION	DCFS	CAO
Administrative Assistant III	2	
Administrative Services Manager I	1	
Administrative Services Manager II	2	
Children's Services Administrator I	-1	
Children's Services Administrator II	1	
Data Systems Analyst I	-1	
Departmental Personnel Assistant	1	
Departmental Personnel Technician	1	
Group Supervisor II	4	
Group Supervisor II Part-time	16	
Intermediate Typist Clerk	4	
Personal Property Worker	-1	
Procurement Assistant I	1	
Safety Officer	1	
Secretary III	2	
Senior Clerk	1	
Senior Secretary III	1	
Senior Secretary IV	-1	
Senior Typist Clerk	1	
Sr. Departmental Personnel Assistant	1	
Sr. Departmental Personnel Technician	1	
Sr. Management Secretary II	-1	
Staff Assistant II	-1	
Chief, Children's Resource Development		1
TOTAL	35	1

mcc New Items for MCC and Resource Development